



# Checklist for a Derivative Citizenship Claim

American Citizen Services  
American Embassy, Manila

Please print out this checklist and bring it to your appointment, signed, and dated. You cannot apply for a U.S. citizenship claim and passport without a scheduled appointment.

Please check the appropriate box in front of each document that you bring with you. Many of the documents require you submit both an original and photocopy. If you do not bring a photocopy as indicated, you will be charged for each page that needs to be copied. The documents should be placed in the same order as the checklist with the original on top of the copy.

☐ This signed checklist

☐ **Photos of applicant**

*You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background.*

☐ Unsigned, completed ["Application for a U.S. Passport" \(DS-11\)](#). Do not sign!

*Beginning in February the form must be completed electronically and printed. A completed form by hand will not be accepted.*

☐ **Applicant's National Statistics Office (NSO) birth certificate**

*The applicant's birth certificate is required to be submitted. For applicants born in the Philippines, a birth certificate issued by the Local Civil Registrar (LCR) is not acceptable in lieu of an NSO Birth Certificate. Please bring the original NSO Birth Certificate and one photocopy.*

☐ **Passport/Identification of the applicant**

*The applicant must bring his/her passport or two other forms of photo identification, such as postal ID, Senior Citizen's ID, Voter's ID, or digitized government-issued IDs like SSS, PRC, BIR, or Driver's License. Please bring the original ID and one photocopy of each.*

☐ **Growing up photos of the applicant**

*Growing up photos should begin as near to birth as possible spanning to the present. If available, the photos should show togetherness of the applicant and the U.S. citizen parent.*

☐ **Evidence of parent's U.S. citizenship**

*The applicant must present proof of citizenship of the U.S. citizen parent. Possible evidence includes current and expired U.S. passports and Certificates of Naturalization. Please bring the original, if obtainable, and photocopies of each.*

☐ **Marriage certificate of the applicant's parents, if applicable**

*Please bring the original Marriage Certificate of the applicant's parents and one photocopy. For marriages conducted in the Philippines, an NSO marriage certificate is required. A marriage certificate issued by the LCR is not acceptable.*

☐ If the parents were not married at the time of the birth of the applicant, **evidence of Legitimation** must be submitted. (See Legitimation Requirements on the “Derivative U.S. Citizenship for Adults” page.)

☐ **Divorce and annulment decrees/death certificates, if applicable**

*The applicant must show termination of all prior marriages of his/her mother and/or father. Please bring certified translations if the decrees or certificates are not in English.*

☐ **Death certificate of the U.S. citizen parent, if applicable**

*Please bring the original Death Certificate of the applicant’s U.S. citizen parent and one photocopy. For death certificates issued in the Philippines, an NSO death certificate is required. A death certificate issued by the LCR is not acceptable.*

☐ **Evidence of physical presence**

*The applicant must bring U.S. citizen’s proof of living in the United States. Regularly available documents that may establish physical presence in the U.S. before the child’s birth include: Transcripts from High School and/or College, Income Tax Returns and W2s, and a DD-214 Separation Statement (Military Members only). Other documents may be submitted to evidence presence. Please bring the documents and one photocopy.*

☐ **Evidence of the couple’s relationship prior to the conception of the applicant**

*The burden of proving a claim to U.S. citizenship, including blood relationship, is on the person making such claim. Photos prior to the time of conception, letters, and other correspondence may help establish the couple’s relationship prior to the conception of the applicant. Genetic testing is a useful tool for verifying a stated biological relationship when no other form of credible evidence is available in conjunction with a CRBA or Passport application. For more information, read the DNA testing procedures.*

☐ **Non-refundable application fee**

*The fee for an adult passport is \$135. The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).*

**REMINDER:**

**We stand ready to assist you; however, the biggest obstacle to a quick completion of the Derivative Citizenship application process is obtaining all of the necessary documents. If you do not bring the required documentation, we will suspend processing of the application and you may be required to schedule another appointment.**

**You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.**

***I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date